Collect Pre-K Information on Early Learning/Prior Settings Tab

Beginning this school year, 704 KAR 5:070 requires all districts to collect information about where each child received early care services for the 12 months prior to enrollment in kindergarten. Districts will select from the following categories of early learning settings for each child attending kindergarten

01: State-funded preschool – state-funded preschool program, which, as defined in 704 KAR 3:410, provides preschool services to at-risk 4-year-olds and 3- and 4-year olds with identified special needs

02: Out-of-state state-funded preschool

03: Head Start – Head Start, which provides early childhood services to 3- and 4-year-old children who are at risk

04: Out of state Head Start

05: Child care – any child care or private preschool setting that is licensed by the Division of Regulated Child Care and includes Type I, Type II and family certified homes

06: Out of state child care

07: Home – home care with a parent/guardian before entering school

08: Private sitter

09: Kin Care

10: Therapy

11: Other

A webinar with more information is coming soon and will be available on the Common Kindergarten Entry Screener *Web page. Information on the new custom tab for this collection also will be available in the beginning-of-year training and documentation available in the* Kentucky Catalog *on the IC University website.*

eTranscript Registration Open

As of mid-July, all of the state's public universities and almost 75 percent of the private and community and technical colleges were registered to receive the new Kentucky electronic transcripts. This positive response and support from our postsecondary partners reflects their desire for standard transcripts to be available in an electronic format.

The focus during the second phase of the initiative is on Kentucky's public school districts. Registration is now open for districts to sign up. District registration is the first step and authorizes schools to register for participation in the eTranscript initiative. Commissioner Terry Holiday requested in his July 11 *Fast Five* e-mail that superintendents designate a district representative to register for participation. Registration should be complete by July 31. Online registration takes only 5 to 10 minutes. Our goal is for 100 percent participation by March 2014. Once registration is complete, districts may choose between August 2013 and March 2014 to go live with the new system.

Kentucky is moving to an electronic transcript solution for all Kentucky high schools. Information on this initiative is available on the eTranscript Web page.

Restraint and Seclusion

Beginning with SY 2013-14, schools must document the use of restraint or seclusion as a behavior resolution in Infinite Campus. Staff will use the Behavior Management Tool to collect the event and resolution data. The new KDE-published custom tab is available to collect additional required data.

IC has two new behavior state resolution codes, SSP7: Restraint and SSP8: Seclusion, for SY 2013-14 data entry and reporting. Each district must create local behavior resolution codes for restraint and seclusion and map them to the new state codes **before the start of school.** A recorded WebEx, data standards, and instructions for creating and mapping the new codes and verifying existing local codes to state mapping can be found on the Safe Schools website.

For programmatic questions, please contact Gretta Hylton with the Division of Learning Services at (502) 564-4970. For Infinite Campus questions, please contact Windy Newton with the Division of Student Services at (502) 564-2116.

Improved Persistence to Graduation Tool

The Kentucky Department of Education (KDE) has revised the Persistence to Graduation Tool (PtGT). The tool identifies students who may be off track for promotion to the next grade level or to graduate on time. Each school is responsible for determining necessary and appropriate supports and interventions for students who may be off track for graduation. Using this tool should aid each district in increasing its graduation rate, as well as to fulfill the commitment to increase its college-and-career-readiness rate.

Drawing information from the current and prior academic year, the tool calculates a risk value for each student. Both the indicators and rules applied to calculate the risk value have been revised. Please see the PtGT custom report in Infinite Campus for more information about the changes (KY State Reporting>KDE Reports).

To ensure data quality:

Verify students with limited English proficiency (LEP) are set up correctly in Infinite Campus. Prior to generating the PtGT, please execute an LEP extract report and verify LEP student status to ensure that all LEP students are included. If you have questions related to the LEP extract, please contact the Office of Next-Generation Learners at (502) 564-4970.

Verify that the State-Reported checkbox in the Grading Task for final grade is marked. If not selected and/or final grades are not entered, the risk value calculation will not include student performance for the prior academic year. Likewise, term grades are used in the calculation for current-year performance.

To prevent system performance issues:

Districts must run the report outside of school operating hours. The PtGT requires a large amount of data to fulfill report requirements and, if run during operational hours, could cause system slowness or outages that would affect anyone trying to simultaneously use the system. For districts on centralized servers in Frankfort, there is the potential for affecting not only their own district but also other districts on the same servers.

The report may take several minutes to render, so please do not click "Generate Report" more than once. The tool generates two reports. The Excel file includes risk values, all prior and current academic year characteristics used to calculate the risk value, and additional supportive information that does not contribute to the risk value. The PDF file only includes risk value and point values for current-year attendance, behavior and performance. Due to the information captured in the two reports, schools should generate the Excel-formatted report once per semester as a reference point. Schools can then generate the PDF report throughout the academic year for more timely information.

KDE appreciates your patience as we work to continue to improve this tool to support your district's efforts in increasing college and career readiness for all Kentucky students. For more information, please contact Bonnie Tomberlin at (502) 564-4970.

Mark State-Reported Checkbox for Grades

All districts must mark the State-Reported checkbox in the Grading Task in Infinite Campus for each of the following: term grades, final grade and end-of-course assessment. State Reported, when marked, indicates the system will report the grade to the Kentucky Department of Education for state reports and other purposes. This is a critical step in the grade-reporting process and requires your attention and action.

State-reported grades are used for instructional planning, data analysis, research gathering and statewide reporting. For example, the Persistence to Graduation Tool (PtGT) uses grades to identify students who may be off track to achieve the next grade level or graduate on time.

Every course must have a final grade grading task, and the grading task must be marked State Reported to accurately compare grades among all districts. Failure to mark the State-Reported checkbox will result in incomplete, inaccurate and inconsistent education data for important local and state purposes.

If you have any questions, please contact Joe McCowan with the Office of Next-Generation Learners at (502) 564-9850.

ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to@KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

State School Classification Updated for 2013-14

KDE has updated the state school classifications to reflect accurate definitions. The changes are:

A2: district-operated career and technical education center (CTC), where the membership is counted at an A1 school

A5: alternative program that is district-operated with no definable attendance boundaries and designed to remediate academic performance, improve behavior or provide an enhanced learning experience

A6: Kentucky Educational Collaborative for State Agency Children (KECSAC)-funded program serving state agency children (blended A5/A6 programs will be coded as A6)

A7: school set up for tracking of home/hospital or summer school, and membership is included in an A1 school – this is a new code that will be added and is only used for those schools already designated for home/hospital or summer school as a separate school

C1: college- or university-operated career and technical education school

C2: state-operated career and technical education area technology center (ATC)

C3: will be removed

C4: will be removed

C5: will be removed

F2: federal Job Corps will be added

For questions regarding A5 or A6 classifications, contact Windy Newton with the Division of Student Services at (502) 564-2116. For questions regarding A2 or C classifications, contact Kiley Whitaker with the Office of Career and Technical Education at (502) 564-3472.

School Report Card

The 2012-13 School Report Card data-quality site will open Aug. 1. Districts and schools are encouraged to begin verifying data on the Profile and Learning Environment tabs. New data for the 2012-13 card includes changes in the following sections of the card:

• profile – adding technical schools

• learning environment
  ° students – secondary enrollments for tech schools
  ° teacher – teacher counts by gender, teaching method and instructional settings
  ° safety – in-school suspensions and all incidents regardless of resolution date
  ° *New* Program tab – includes counts for English Language Learners, Gifted and Talented, Special Education and Migrant
  ° *New* Career Pathways tab – includes number of students in each of the career pathways

We encourage districts to define who is responsible for validating data within the report card to ensure data is reviewed and verified before the School Report Card site goes live. Preliminary dates for this year's card allow for verification through mid-September with the card going live to the pub-

Data Standards Updates

The process for updating data standards for the 2013-14 school year is underway. Please pay close attention to the updated versions for any changes. Click here for a complete listing.

The purpose of data standardization is to ensure consistency and comparability across different databases in the Kentucky Student Information System (KSIS).

Kentucky Tech System District

All Area Technology Centers (ATCs) are state-operated under the Office of Career and Technical Education (OCTE) in the Kentucky Department of Education (KDE). KDE-OCTE is updating the school database to reflect this structure in Infinite Campus. Therefore, KDE is moving all ATCs to the Kentucky Tech System District with District Number 777 and assigning them new school numbers. Please direct any questions to Kiley Whitaker with the Office of Career and Technical Education at (502) 564-3472.

Data Sharing … Data Privacy

Do you know what you need to know about privacy, security and confidentiality of student records? If not, or if you just need a refresher, training videos are available online on the Privacy Technical Assistance Center (PTAC) at http://ptac.ed.gov. The U.S. Department of Education established the PTAC as a one-stop resource for education stakeholders to learn about data privacy, confidentiality and security practices. Included on this site is a FERPA 101: For Local Education Agencies video. Districts are encouraged to include data security and confidentiality in their district training plans.

Jenkins Named KSIS Service Manager

Becky Jenkins has been named Kentucky Student Information System (KSIS) service manager effective July 8.

Jenkins has been involved in the implementation and continuous improvement of KSIS since coming to work for KDE in May 2007 and worked in the Anderson County school district for 11 years before joining KDE. Contact Jenkins at becky.jenkins@education.ky.gov or (502) 564-2020, ext. 2475.

Transitioning Former Students to a Parent or Staff Role in IC

KSIS administrators must take certain steps in Infinite Campus (IC) when a former student assumes a new role as staff or parent of a student. It is necessary to maintain the person's student-level information and the student icon regardless of the person's current role. IC has provided guidance on two options for transitioning a student to a new role within the IC system.

Option 1: Add the new parent/staff information to the existing record and make no changes to the student. If you take this option, a student icon will display in a household search. An all-person search will display the staff icon if the student became a staff member. The system will retain all information under one person ID.

Option 2: Add the new parent/staff information and remove the local student ID. To more easily identify parents or guardians in a newly created household, the KSIS administrator can remove the student icon of the former student by cutting the local student number and pasting it into the demographic comments. After this action, the historical household will not display the student icon. It could potentially look like a household in which there are no students. IC will not display the local student number in the search results and it cannot be used in the advanced student search. All other student information will remain unaffected and staff can find it by performing a student search in calendars in which the individual was actively enrolled.

FRAM/POS District Reminders

Infinite Campus (IC) requires new data import mapping for SY 2013-14 to communicate student meal status between district food service points of sale (POS) and IC. Most importantly, districts should have stopped their SY 2012-13 import process by July 1 to prepare for the new import mapping. Otherwise, your SY 2013-14 data will be corrupted in IC. The steps for successful synchronizing your POS and IC are:
- Stop the POS import in Infinite Campus
- Roll forward your POS for 2013-14.
- Develop your new POS import mapping in IC.
- Turn on the data synchronization between your POS and IC.

Please refer to the July 2 e-mail sent to food service directors and KSIS points of contact that included detailed instructions, documentation and frequently asked questions. If you have additional questions, please contact Brad Blunt of the Division of School and Community Nutrition at (502) 564-5625.

No Show Enrollment Reminders

A "no show" enrollment occurs when a student who completed the prior year with a C01 end status does not show up on the first attendance day of the current year in the school where enrollment is expected. Do not delete enrollments for students in this situation. Instead of using the E01 entry status, use NS: No Show. The only acceptable scenario for deleting the enrollment is a student enrolling in a different school in the same district on the first attendance day.

For guidelines for handling no show enrollments, go to the Pupil Attendance Manual and the data standards Web page.

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CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

New CIITS Roles Report Now Available in the KY State Reporting Section in IC

A new "CIITS Roles" report is now available in the KY State Reporting section in Infinite Campus (IC). Staff can run the report to see which custom CIITS roles are assigned to district staff, the institution in which the permissions are assigned and the assignment start date.

Districts may use the report for auditing and information purposes. The path to run the report is **KY State Reporting > KDE Reports >CIITS Roles.** Custom CIITS roles may be provisioned or end-dated on the individual's District Assignment tab.

For more information about custom CIITS role setup, please refer to the *Assigning CIITS Roles and Permissions through Infinite Campus* training guide.

Getting Started/What to Expect in CIITS for the New School Year

During the transition to the new school year, teachers will not be able to view their students in the courses/sections or assign resources to students until after the first enrollment day. More information is available on the new school year resource sheet.

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CIITS/*Infinite Campus Important Data Reminders*

Multiple School Calendars Require Unique Schedule Structure Names

Schools may have multiple calendars in Infinite Campus; however, each school calendar must have a unique schedule structure name. For example, if a school has two calendars, the schedule structure name should not be "Main" for both calendars.

Teachers will not be able to see students in their courses/sections in CIITS if two or more calendars within a school have the same schedule structure name.

User E-mail Addresses Must be Unique

A user's e-mail address is the login and controls access to CIITS. Staff e-mail addresses (ending in "kyschools.us") should be entered only in the primary e-mail field on the staff person's record in Infinite Campus. Do not enter the staff member's e-mail address in the primary e-mail address field of other person records (e.g., child's person record). If staff enters a staff e-mail address into the primary e-mail address field in Infinite Campus for more than one person record, it will cause CIITS-access issues.

Staff District Employment and Assignment Records

All staff needing access to CIITS must have an active district employment record, an active district assignment record, and a valid "kyschools.us" e-mail address entered in Infinite Campus. In addition, principals and superintendents must be set up so that their e-mail address on the Demographics tab matches the e-mail entered on the District Information tab (for superintendents) and the School tab (for principals). For detailed information on setting up CIITS users and assigning permissions, see the [CIITS roles and permissions training guide](#).

Secondary Site Enrollments Now Displayed in CIITS

If entered in Infinite Campus, courses and sections that a student takes through a secondary site such as an area tech center or an alternative school are now displayed in CIITS on the Student Profile, Academic Record section below the student's primary enrollment information.

Primary enrollments with the State Exclude box marked will not be extracted from Infinite Campus and will not be displayed in CIITS.

Section Numbers

KSIS administrators must assign a unique section number for each course section. Failure to assign a unique section number will prevent teachers from viewing in CIITS their students for each course and section. The [CIITS/IC data-mapping guide](#) provides in-depth information on which data is extracted from Infinite Campus and loaded into CIITS. If you have any questions concerning CIITS, contact [Maritta Horne](#) with the Division of Enterprise Data at (502) 564-2020, ext. 2478.

Student Portal Now Called My CIITS Homepage for Students

The CIITS "Student Portal" now is called the "My CIITS Homepage for Students." This change is effective immediately to eliminate any confusion with the Infinite Campus student portal.

The My CIITS Homepage for Students became available in June with release of Version 15.0. This allows teachers to search content intended for students, assign the content to students, set assignment parameters such as visible start/end/due dates and provide instructions and comments for the assignment.

More information on assigning resources to students is available [here](#).